[Muz 34]

MUZRAI SECRETARIAT.

1904

File No. 61-1904
Serial No. 1-2
Filed. April 1905

SUBJECT.

Forms of Communication

Copy of Docket No.R.5807 35 dated the 3rd January 1905,
P.M.536-07

from the Secretary to the Govt.of H.H.the Maharaja of Mysore,
Ger. and Rev. Department, to the Heads of Departments except the
Revenue Commissioner in Mysore.

Submit for orders
15/4/05

MYSORE GOVERNMENT
3685
MUZRAI SECRETARIAT

Has the honor to request him to be good enough to report for the information of Gover ment as to what forms of communications (letters, dockets, etc.) are used by him in corresponding with the subordinate officers of his Department and in what kinds of cases the several forms are used.

"COPY."

For Secretary.

Put up a draft reply soon
19/4/05

MUZRAI

19 —19

FROM The Secretary

To Muzrai Dept.

The Secretary to Govt

Dated 25- Revenue Dept

Despatched 25- April 1905.

Received

General No. 3938

Muzrai F. No.

Enclosure

Sir,

With reference Docket-no R.5807

R.M. 536-03,

dated 3rd January 1905,

requesting information as

to what forms of Communi-

-cations are used by the

undersigned in Correspondence

with the Subordinate

Officers of this Department

With reference to the above

I am directed to

state that the following

forms of Communications

are

MGGPB—2,000—9-6 02

are used in this Department in corresponding with the subordinate offices:—

i Official memorandum

In forwarding petitions for disposal or report and in communicating appointment orders.

(ii) Dockets or letters or Kanuni Rubkaries:—

When information is required in connection with any communication received or independent of any communication

(iii) Proceedings or Kan Rubkaries or orders:—

When Govt. orders are communicated.

have &c

[illegible] 20/4/05

Secretary

Dept.

Dpl-

20/4/05